







## Italian Program - Complete Initial Onboarding Actions





**07.30.15**

The FermiWorks New Employee Onboarding website link: [http://fermiworks.fnal.gov/Onboarding\\_Training.shtml](http://fermiworks.fnal.gov/Onboarding_Training.shtml)

There are six initial Action items to complete in your FermiWorks Inbox. (They may not display in this specific order.)

-  Review Documents - View the On-Call and Seasonal Online Orientation Presentation
-  Add Emergency Contacts
-  I-9 (Employee)
-  Education History
-  Contact Information
-  Name and Personal Information






After completing these Actions three more remain:

-  Change My Government IDs
-  Change My Licenses
-  Change My Passport and Visas
-  Review Documents

**NOTE:** A Change Benefits Action will also display. You are eligible to contribute to a 403(b) retirement account. Please contact the Benefits Office when you are on site to discuss the details. Please do **NOT** Submit this Action until then. This Action may remain in your Inbox.

1. Log into your FermiWorks account.
2. Click **My Account > Inbox** to display the initial five Actions to complete.

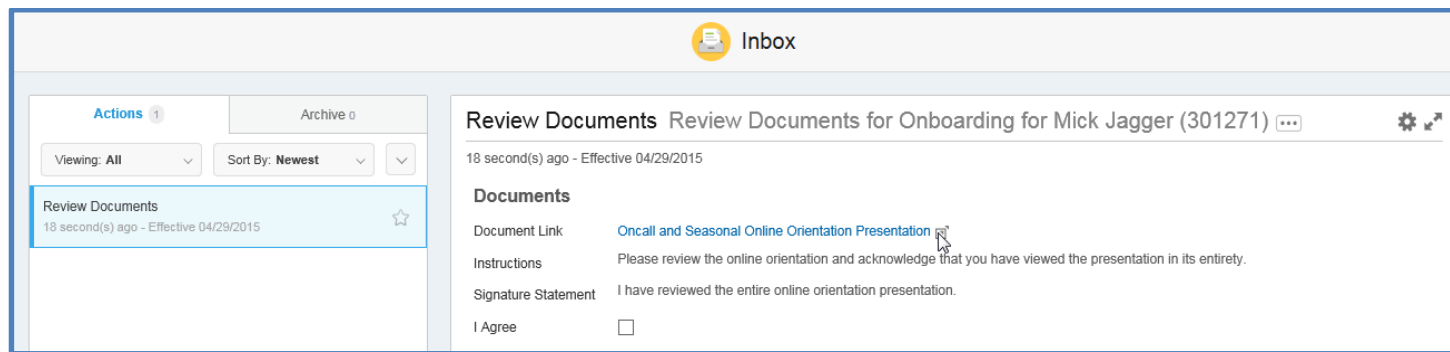
Click Submit to complete the following Actions:

-  I-9 (Employee)
-  Education History
-  Change My Licenses
-  Change My Passport and Visas
-  Change Benefits

If any information is required for these Actions, it can be entered when you arrive at Fermilab.

## Review Documents

Click the **Oncall and Seasonal Online Orientation Presentation** link to view the presentation.



**Review Documents** Review Documents for Onboarding for Mick Jagger (301271) ...

18 second(s) ago - Effective 04/29/2015

**Documents**

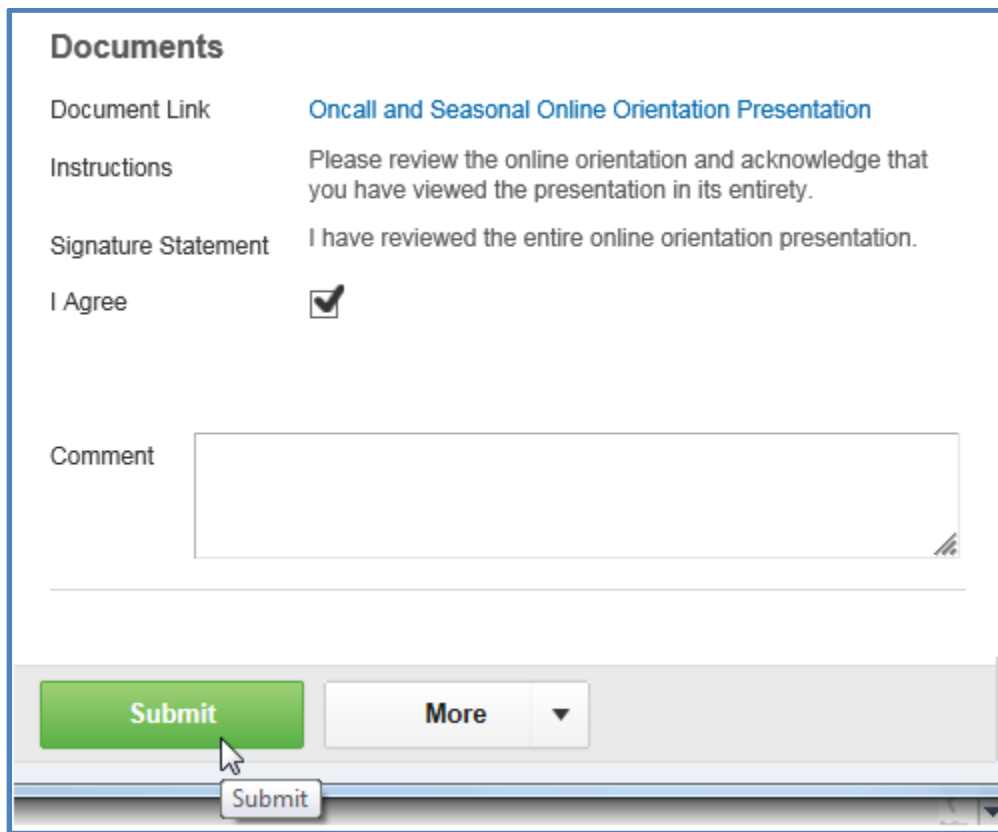
Document Link [Oncall and Seasonal Online Orientation Presentation](#)

Instructions Please review the online orientation and acknowledge that you have viewed the presentation in its entirety.

Signature Statement I have reviewed the entire online orientation presentation.

I Agree ☐

Click the check box to acknowledge viewing the presentation.



**Documents**

Document Link [Oncall and Seasonal Online Orientation Presentation](#)

Instructions Please review the online orientation and acknowledge that you have viewed the presentation in its entirety.

Signature Statement I have reviewed the entire online orientation presentation.

I Agree ☒

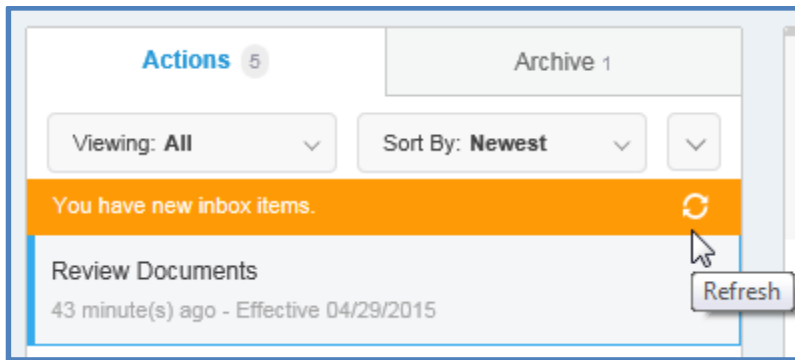
Comment

**Submit** **More** ▼

**Submit**

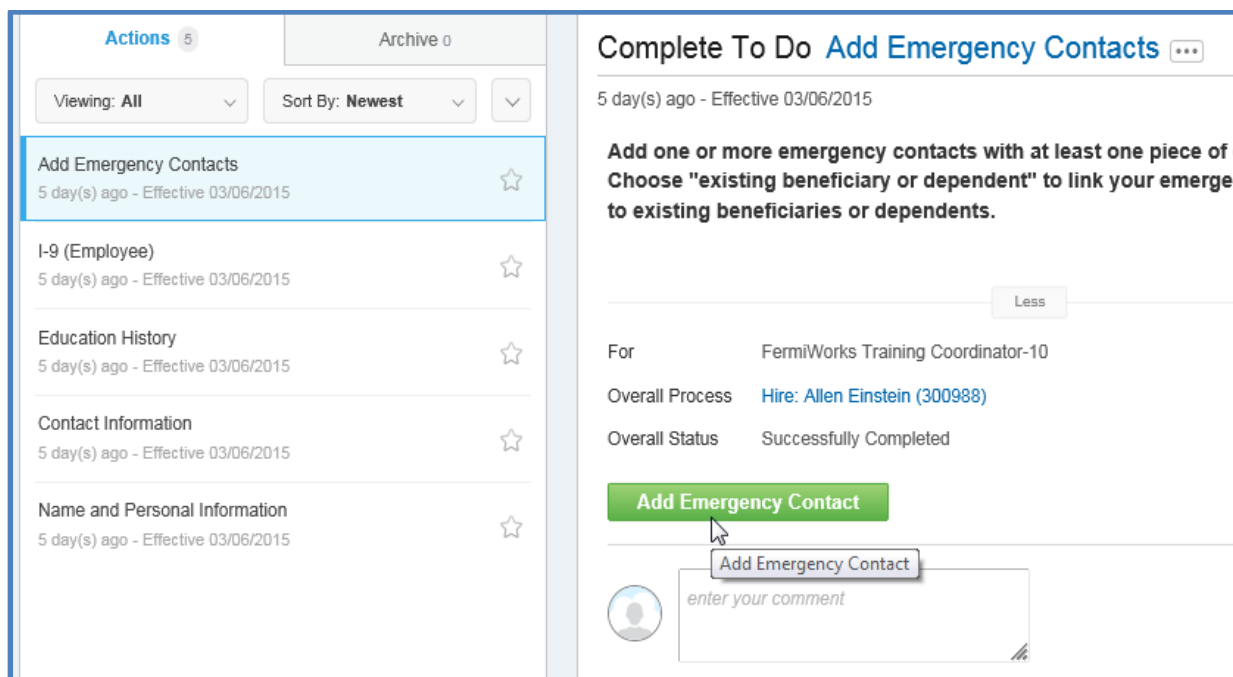
Click **Submit**.

Click the orange bar in your Inbox to refresh and display the next set of Actions. The Actions may display in a different order than documented here.

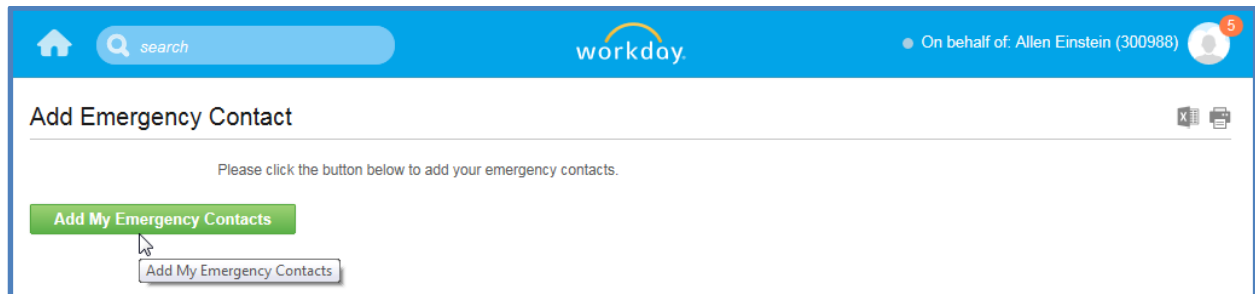


### Add Emergency Contact

1. Click **Add Emergency Contact**.

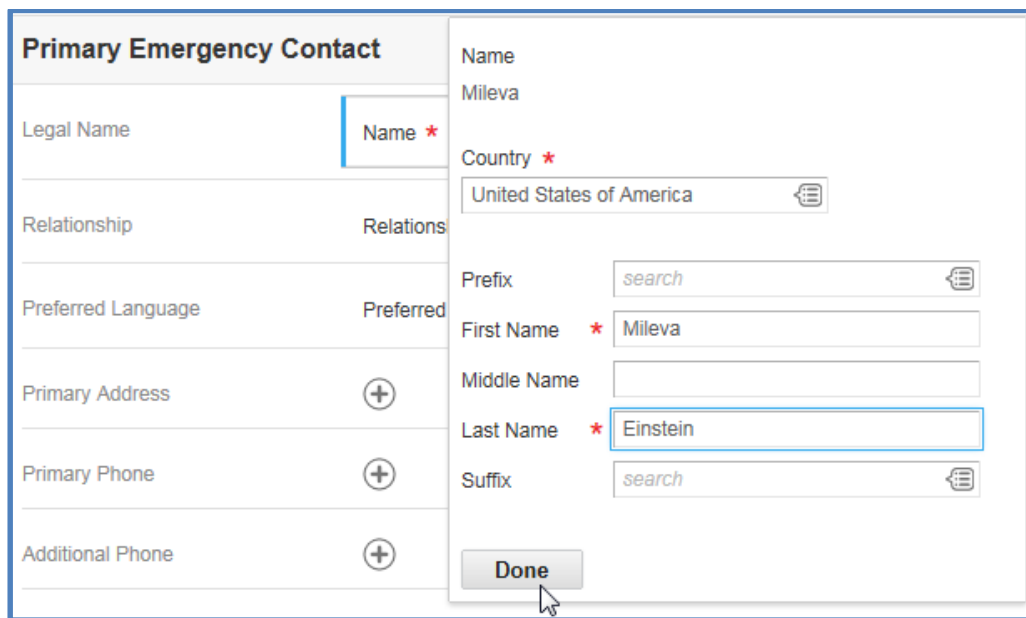


2. Click **Add My Emergency Contacts**.



**NOTE:** Please enter your mentor at Fermilab as your first Emergency Contact. After entering this emergency contact, scroll to the bottom of the window and add an Alternate Emergency Contact and enter your Italian emergency contact information.

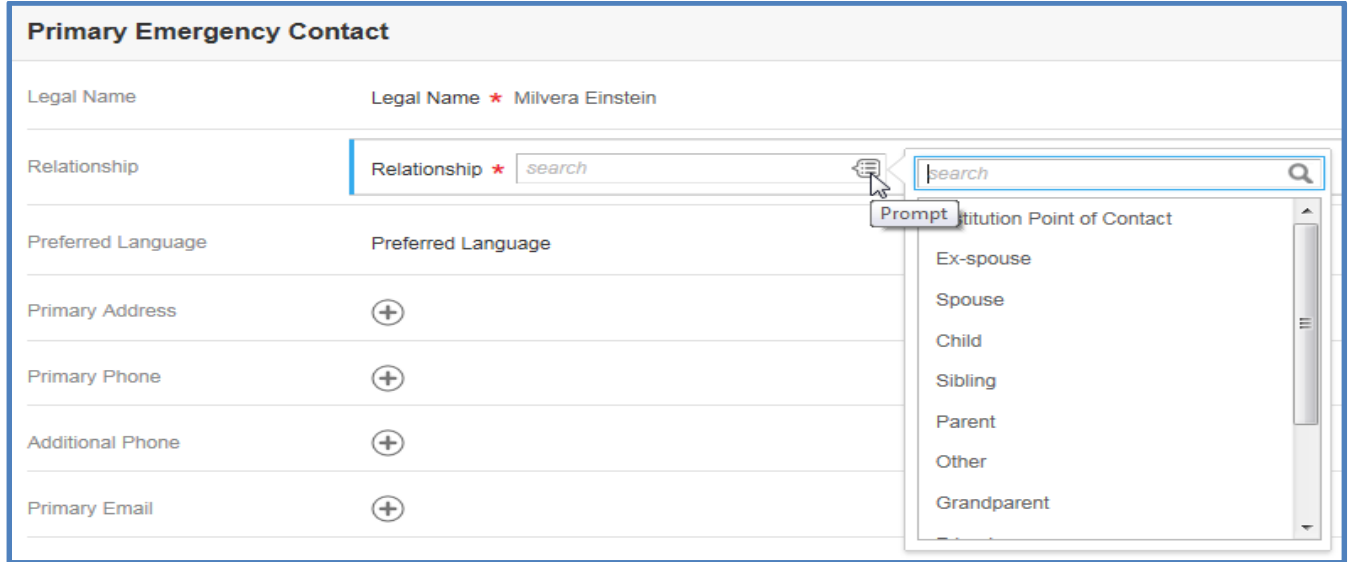
3. Click **Legal Name** to open the section.



4. Complete the following fields:
  - **First Name** of your mentor
  - **Last Name** of your mentor
5. Click **Done**.
6. Click **Relationship** to open the section.

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7. Click Prompt and select *Other* from the **Relationship** pick list.



**Primary Emergency Contact**

Legal Name Legal Name \* Milvera Einstein

Relationship Relationship \* search

Preferred Language Preferred Language

Primary Address (+)

Primary Phone (+)

Additional Phone (+)

Primary Email (+)

Prompt Institution Point of Contact

Ex-spouse

Spouse

Child

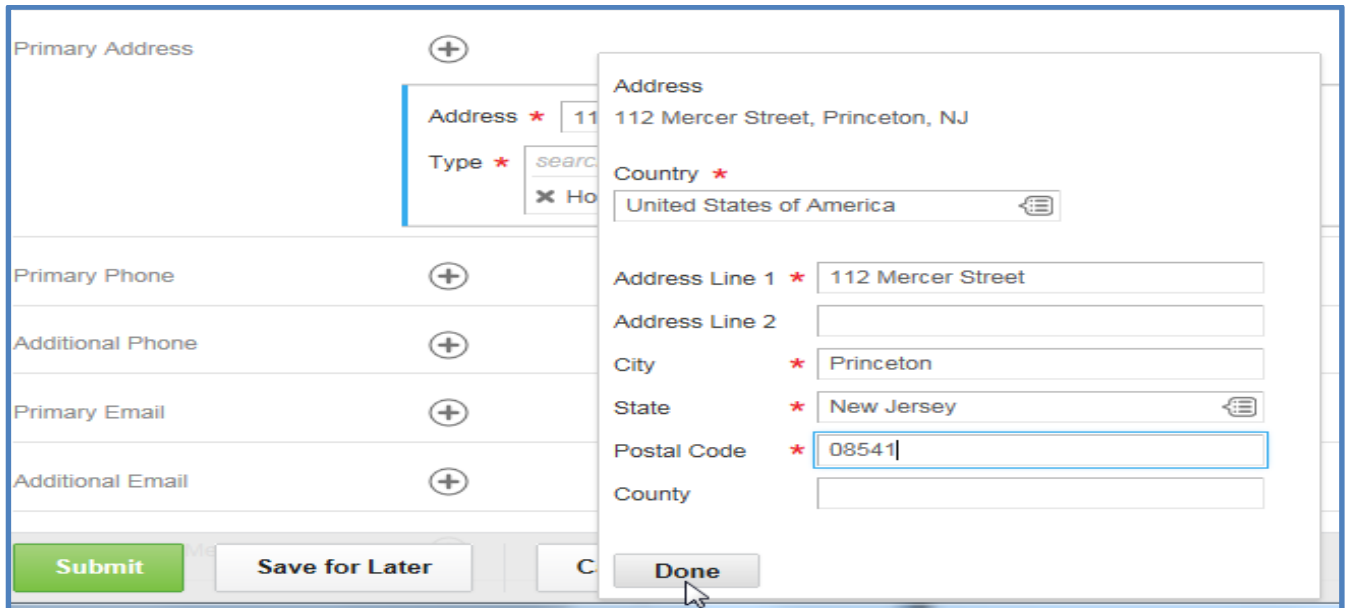
Sibling

Parent

Other

Grandparent

8. Click + to the right of **Primary Address** to open the section.



Primary Address (+)

Address Address \* 112 Mercer Street, Princeton, NJ

Type Type \* search

Country Country \* United States of America

Address Line 1 \* 112 Mercer Street

Address Line 2

City \* Princeton

State \* New Jersey

Postal Code \* 08541

County

Submit Save for Later Done

9. Complete the following fields for your Emergency Contact:
  - **Country**
  - **Address Line 1** – Enter *Kirk and Pine Street*
  - **Address Line 2** – Do NOT enter any information on this line. Be sure to enter your entire street address on Address Line 1.
  - **City** – Enter *Batavia*
  - **State** – Enter *Illinois*

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- **Postal Code** – Enter *60510*

10. Click **Done**.

11. Select the **Type** for the address of the Emergency Contact.

**NOTE:** The phone number must be a US phone number consisting of an area code and seven digit phone number.

1. Click **+** to the right of **Primary Phone** to open the section.

**NOTE:** Your primary emergency contact must have at least one primary phone number or email address.

2. Complete the following fields for your Emergency Contact:

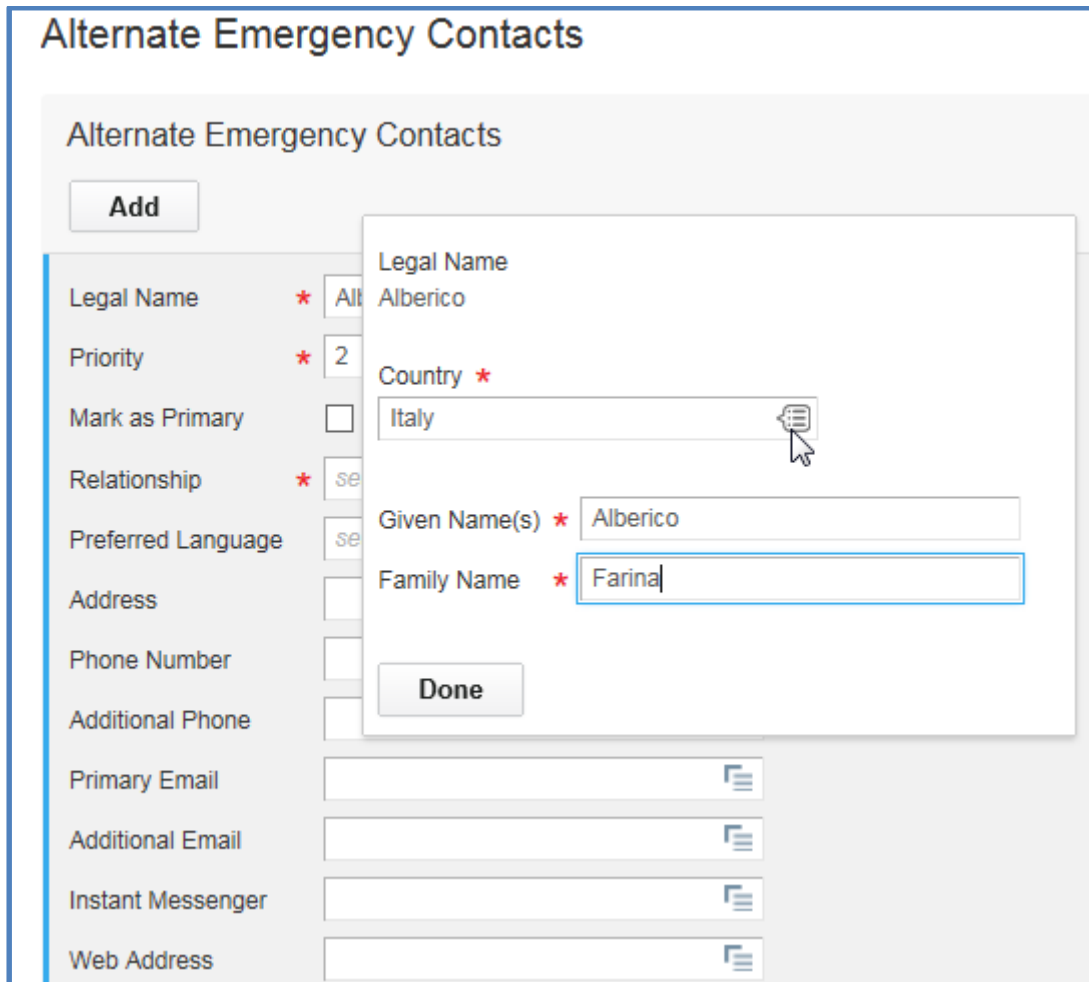
- **Phone Device**
- **Area Code**
- **Phone Number**

**NOTE:** Enter your mentor/manager's Fermilab contact information. Then add your Italian emergency contact information as a second emergency contact. To correctly enter an Italian phone number, change the Country Phone Code to Italy (+39) or FermiWorks will not accept the phone number format.

3. Click **Done**.

Add Alternate Emergency Contacts

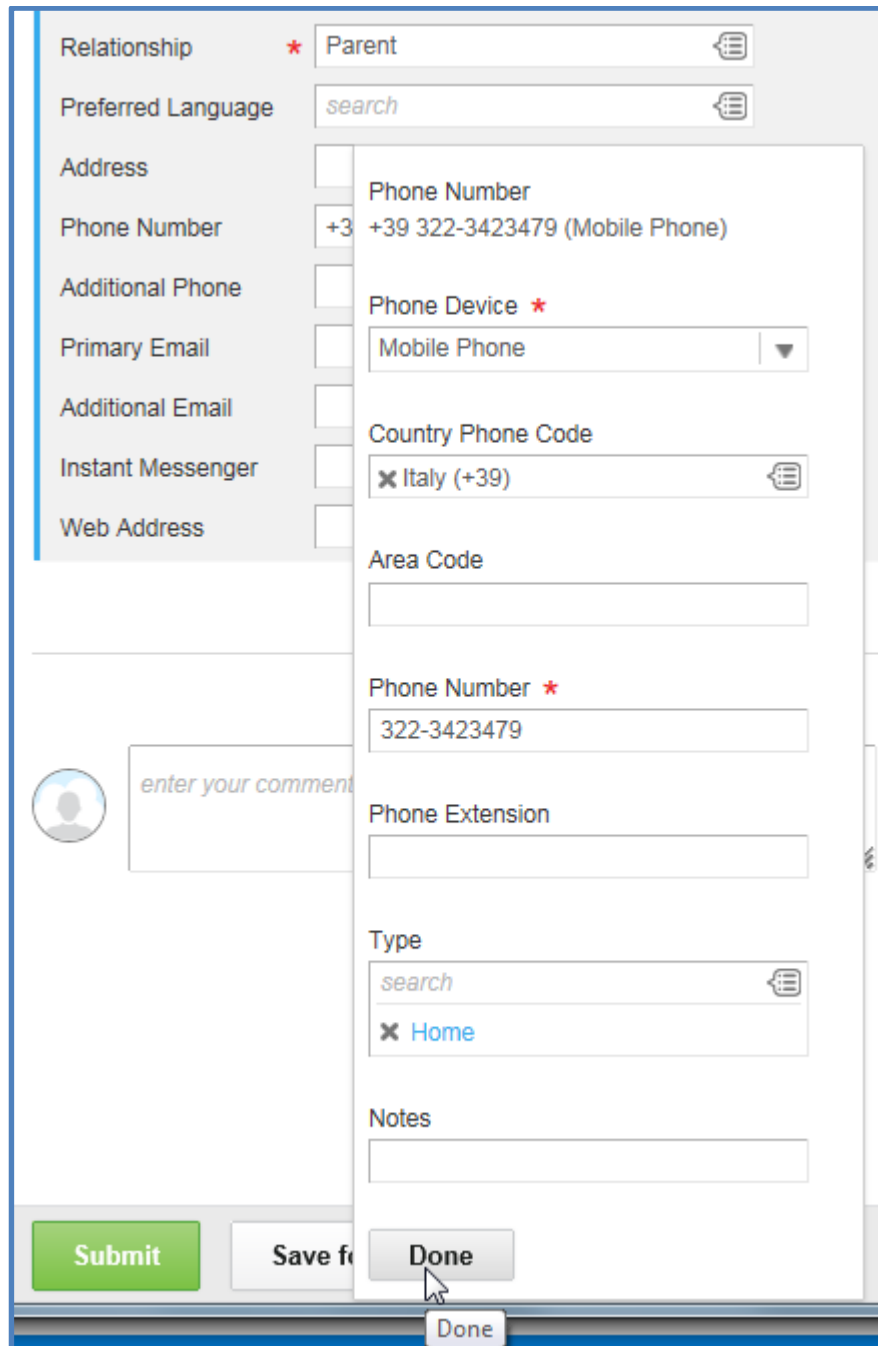
1. Scroll down to the bottom of the window and click **Add**.



The screenshot shows the 'Alternate Emergency Contacts' interface. At the top, there's a title 'Alternate Emergency Contacts' and an 'Add' button. Below this is a list of contact fields: Legal Name, Priority, Mark as Primary, Relationship, Preferred Language, Address, Phone Number, Additional Phone, Primary Email, Additional Email, Instant Messenger, and Web Address. A modal window is open over the 'Legal Name' field, showing a form with the following fields: Legal Name (Alberico), Country (Italy), Given Name(s) (Alberico), and Family Name (Farina). The 'Done' button is at the bottom of the modal. A mouse cursor is pointing at the 'Country' dropdown menu.

2. Click Legal Name to open the fields.
3. Select *Italy* from the Country pick list.
4. Enter the **Given Name(s)**.
5. Enter the **Family Name**.
6. Click **Done**.

7. Select the **Relationship** of the alternate emergency contact.



The screenshot shows a web form for adding an alternate emergency contact. The 'Relationship' dropdown menu is open, showing 'Parent' as the selected option. Other fields include 'Preferred Language' (search), 'Address', 'Phone Number' (+39 322-3423479 (Mobile Phone)), 'Additional Phone', 'Primary Email', 'Additional Email', 'Instant Messenger', 'Web Address', 'Phone Device' (Mobile Phone), 'Country Phone Code' (Italy (+39)), 'Area Code', 'Phone Number' (322-3423479), 'Phone Extension', 'Type' (Home), and 'Notes'. The form has a 'Submit' button, a 'Save for later' button, and a 'Done' button. A 'Done' button is also visible at the bottom of the page.

8. Select the type of **Phone Device**.
9. Select Italy for the **Country Phone Code**.
10. Enter the **Phone Number**.

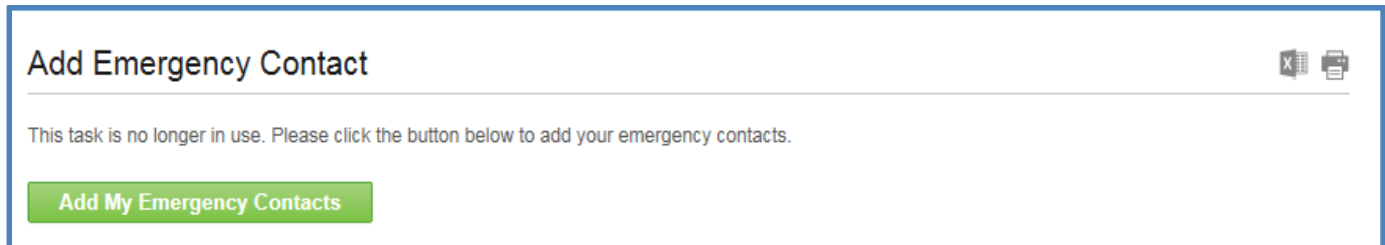


11. Enter the phone number **Type**.

12. Click **Done**.

13. Click **Submit**.

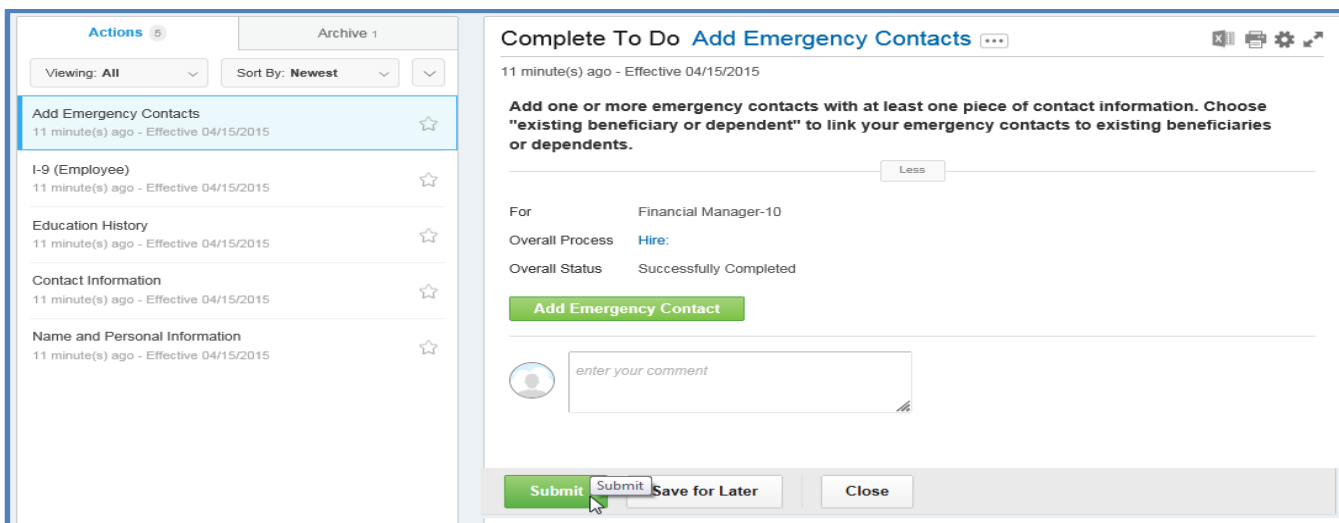
The following window displays:



1. Click the Workday logo at the top of the window to display the FermiWorks Home page.



2. Click the **Inbox** worklet.



3. Click **Submit** on the Add Emergency Contacts Action to complete it.

**NOTE:** You MUST click **Submit** to complete the process. Some Actions will have two green buttons. You MUST click first the Action button and then the Submit button to complete the process.

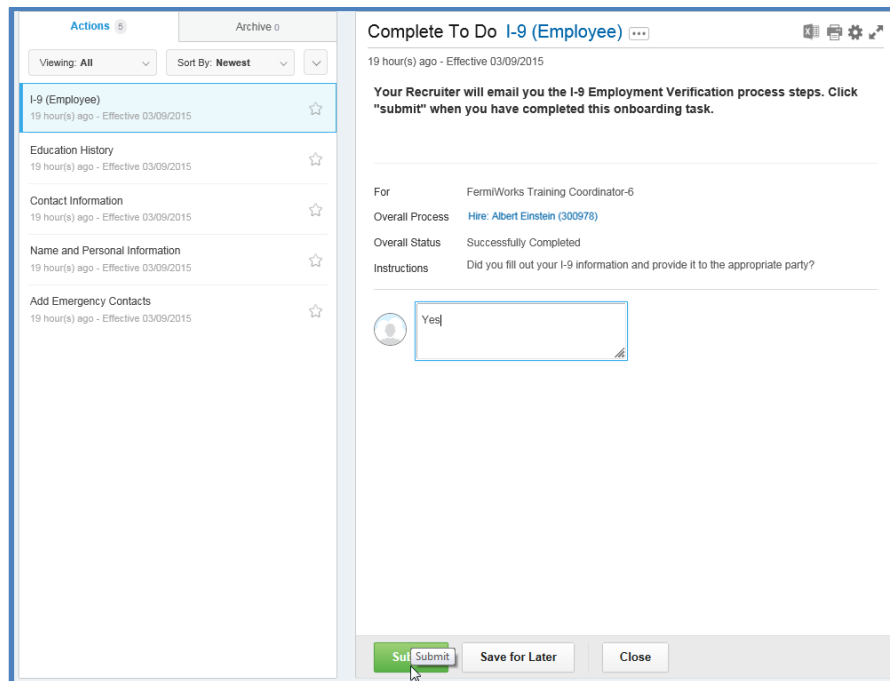
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- Click **Done**.

### I-9 (Employee)

- Click **Submit** to complete the I-9 (Employee) Action.



- Click **Done**.

### Education History

- Click **Submit**.
- Click **Submit** to complete the Education History section.
- Click **Done**.

### Contact Information

**NOTE:** Do not enter any information here unless you already have the address of where you will be staying in the United States while at Fermilab. The lab's address will display here until it is updated.

Update this information when you arrive at the Lab and are given this information.

- Click **Submit**.

- Complete the following fields:

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- **Country**
- **Address Line 1** – 25 characters maximum

2. Click **Done**.

NOTE: Be sure to update your United States contact address when this information is available.

Primary Phone

1. Click **+** to the right of **Primary Phone** to open the section.
2. Complete the following fields:
  - **Phone Device**
  - **Country Phone Code**, if applicable
  - **Area Code**
  - **Phone Number**
3. Click **Done**.
4. Click **Submit** at the bottom of the window.
5. Click **Done**.

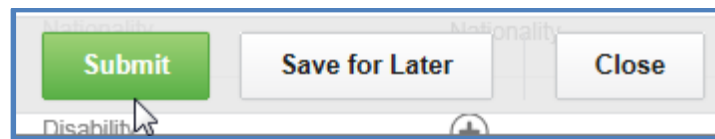
Name and Personal Information

1. Click the **Name and Personal Information** Action.
2. Click **Gender** to open the section.
3. Select your **Gender**.
4. Click **Date of Birth** to open the section.
5. Enter your **Country of Birth**.
6. Click the Prompt to open the pick list of Countries.
7. Click **Preferred Countries** and select the Country where you were born.
8. Click Prompt to open the pick list of States to select the **Region of Birth**.
9. Select the appropriate state where you were born.
10. Enter the **City** where you were born.

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11. Enter your **Marital Status** and **Marital Status Date** so this information is correctly captured in both FermiWorks and PeopleSoft.
12. Click **Citizenship Status** to open the section.
13. Click **Prompt** to open the pick list of countries. Select the country.
14. Click **Submit** at the bottom of the window.



15. Click **Done**.

This completes the initial Action items in your Inbox. There are additional Actions to complete. Click the orange Bar to refresh in your Inbox.

